Transcribe items

Students have the possibility to pay tuition fee or other charges through Neptun System. By clicking the menu of "Finances", "Payment" the unpaid items will appear.

Education Admin. Neptur	n Meet Street		
My data Studies Subjects	Exams	Finances Information Admi Payment	inistration
Neptun mobile	> Mes	Invoices Transaction list Stipend, payouts	Message types: All messages
Android, Windows or iOS smartphone.	Message	Settings	onal messages

If imposing items is allowed for students in your institution, the "Transcribe item" link is available below the filter section, found directly below the height of the "List" button, on the left side of the page. When clicking it, a popup window appears, in which you may transcribe a payment obligation for yourself.

> Payment	
Filters	Terms: 2015/16/1, Status: All
♦ Terms: ♦ Status:	2015/16/2 ∨ All ∨ List
Actions: Add to favourites <u>Transcribe item</u> 1.) Choose items to pay in	

Item data is to be entered in order, one by one, selecting required settings from dropdown menus. For further information about the meaning of settings and the rules concerning various payment obligations please consult the Registrar's department at your institution.

First you have to select the payment title (e.g. service title, which may be a separate procedure or late fees) because additional fields will appear according to the title then.

Transcribe item		?	2 🗙
Details			
Payment titles:	Please choose! Service		

With the help of a term-selector button you can transcribe IV (repeat exam) fee both for the term before the current one or for the next term as well. At services title you can select the "Every semester" option from the term selection field, thus you can choose from subjects of all your terms at related subjects. In this case, the term of the imposition item will always be the current term. (The

reason for this, e.g. specified student imposition for subject re-registration and the related subject registration check, prohibition.)

In case of repeat exam and service titles the institution may require selecting the subject from the "Subject" drop-down menu (for easy identification the subject code also appears after the subject name). In case of service title this depends on the service type.

tem	Please choose! Late submission of grade book in 8 days (2000 HUF)						
	Late submission of grade book nor days (200 HDF)						
	Late submitting continents in Advis (2000 HUE)						
	Late submitting certificates nor days (2000 HUE)						
	Late submitting certificates per day (000 HOF)						
	Late completing of interim (ask (1000 HOF)						
	Late submission of thesis (1000 HUF)						
r	Final closing exam fee for those without student status (10000 HUF)						
Transcribe item	Study period, student status certificate in Hungarian (without student status) (1000 HUF)						
Transcribe reem	Study period, student status certificate in English (without student status) (1000 HUF)						
	Certification of diploma copy (without student status) (2000 HUF)						
Details	Duplicating the diploma (without student status) (5000 HUF)						
	Other certificate in Hungarian (without student status) (1000 HUF)						
Payment titles:	Issue of honorary diploma in foreign language (without student status) (9000 HUF)						
☆ Terms:	Issue of diploma supplement in Hungarian, German or English (not for the first time, without student status) (2500 HUF)						
	Issue of uppoints supplement in other foreign languages (without student status) (15000 hor)						
Service type:	Procedural fee of registering and dropping subject after the deadline (4900 HUF)						
w Subject.	IVerification of the grade book copy (50 HUF)						
	Verification of the grade book copy (without student status) (250 HUF)						
	Other certificate in English (without student status) (2000 HUF)						
	Description of certain training elements (subjects, courses, etc.) in Hungarian (foreign) (500 HUF)						
	Late submission of grade book in 8 days (foreign) (4900 HUF)						
	Duplicating the grade book in Hungarian (500 HUF)						
	Verification of the grade book copy (without student status) (1000 HUF)						
	Loss of Student Card's sticker (3500 HUF)						
	Participation fee at the graduation ceremony (3500 HUF)						
	4/15/2016 Active						
Create item Back							
Create item Dack							

If you have set everything correctly, then click on the "Create item" button. The system provides feedback whether the imposition was successful or not, and then on the "Payments" tab after setting the filters correctly the transcribed item will immediately appear among your active items.

Transcribe item		? 🖻 🗙
Details		
Payment titles:	Service	\sim
Terms:	2015/16/1 🗸	
Service type:	Procedural fee of registering and dropping su	ıbject after the 🗸
Subject:		\sim
Create item Back		

Active			
List	Success		e" 🗙
		Item successfully transcribed!	
	—	,	
	Back		

The name of the imposition item will be the fee type belonging to the payment title (e.g. within service title, the name of an item transcribed with "Deadline omission fee" fee type will be "Deadline omission fee").

Payments Pay back										
Transcribed items[All terms, Active]								223	8	* 🤊
Actions: Pay in Delete										
E Name:	Term	Туре	Subject code	Amount	Imposition date	▼ Date of deposit	Deadline Status: Invoice number	SL1 State	SL2 State	
Tantágy határidőn túli felvételének és leadásának különeljárási díja	2015/16/	2 Tantágy határidőn túli felvételének és leadásának különeljárási díja		4,900 HUF	2/6/2016		2/6/2016 Active			

The payment process is the same as the normal payment process.

DELETING ITEMS

In Neptun, students can only delete unpaid items transcribed by themselves, but not items transcribed by administrators, lecturers of the institution or generated by the system. Accordingly, if the student would delete an item subscribed by someone else, the program prevents the operation and a warning message notifies him/her that only own item can be deleted.

Payments Pay back													
Transcribed items[All terms, Active]											21.5	8	* 🔊
Actions: Pay ir Delete													
Name:	Term	Туре			Subject code	Amount	Imposition date	Date of I▼I deposit	Deadline Status	: Invoice number	SL1 State	SL2 State	
Tantágy határidőn túli felvételének és leadásának különeljárási díja	2015/16/	Tantágy határidőn t díja	úli felvételének é	s leadásának különeljárási		4,900 HUF	2/6/2016		2/6/2016 Active				
15/16 II.fe önktq.napp.képz.	2015/16/					300,000 HUF	1/5/2016		4/15/2016 Active				
Name: Term	Туре	Subject code	Amount	Imposition date	Date of	deposit	Deadline	Status:	Invoice number	SL1 State	SL2 State		

After marking the check boxes in the list of the items to be deleted, click "Delete" button at the bottom of the page.

	Suc	ccess		×	
	6	Delete selected?			
			Yes No		
	Term	Туре	Subject code	Amount	Imposi date
löneljárási	2015/16/2	Tantágy határidőn túli felvételének és leadásának különeljárási díja		4,900 HUF	2/6/201

		Success		e 🗴		
		Ø	Successfully deleted			
	Туре	Back			osit	De
2			300,000 HUF 1/5/2016			4/1